

ADMINISTRATIVE - INTERNAL USE ONLY

21 March 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Acting Director of Information Services

SUBJECT: OIS Weekly Report (13-20 March 1985)

A. PROGRESS ON ACTION ITEMS

1. Agency Historical Review Program. The Director, Deputy Director, and three representatives of OIS attended meetings chaired by Dr. Kenneth McDonald, Agency Historian. Participants included the Archivist of the United States, a representative for the Librarian of Congress, two representatives from the National Archives and Records Service (NARS), and three eminent historians from academia. The agenda was the development of the Agency's Historical Review Program as well as the broader implications such a program could or should have within the United States historical community. Topics covered included the question of sanitizing documents, how documents should be released, what information is of interest to the historical community, and future meetings to review how the program is progressing.

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3. OSS Records. A request for the transfer of another 100 cubic feet of OSS records was submitted to NARS. The records include Records of the Combined Intelligence Committee, Washington Communications Branch, OSS New York/Overseas Station Records, OSS Research & Analysis Branch Records, and Washington OSS Research & Analysis Branch/Map Procurement and Cataloging Records. Less than ten percent of these records are being withheld because of the continuing need to protect classified information. This will be the fourth transfer of OSS records to NARS bringing to 663 cubic feet the total of material transferred.

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5. Movable Shelving. A representative of [redacted] visited the Agency Archives and Records Center (AARC) to verify the accuracy of engineering drawings that had been prepared relative to the installation of movable shelving on the first floor of AARC's facility. Once the drawings have been approved, the job will be let for competitive bidding. Construction work should begin this summer and should be completed before the end of the year.

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B. SIGNIFICANT ACTIVITIES AND EVENTS

1. Micrographics Application - A representative of the Office of Central Reference contacted IRMD to request assistance in determining the feasibility of using micrographics to reduce and enhance management of the biographic report files [redacted]

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[redacted] Discussions covered a variety of technologies

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that could be used for this purpose. A followup meeting is scheduled to define requirements and to determine how a program could be implemented

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2. RMO Meeting. IRMD Managers met with the DA/RMOs at a regularly scheduled monthly meeting. The meeting was devoted primarily to a demonstration of TRIS in a problem solving simulation showing two registries sharing information on a document. Other topics covered were the need for components to provide input for updating the Agency's classification guide and problems that the Records Center personnel were experiencing with improperly completed shelf lists. Problems with the new Agency courier receipts were also surfaced, but full discussion was postponed until the April meeting to allow time for collecting more information on the problem.

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3. [redacted] A representative of IRMD met with focal point officers and registry chiefs of components scheduled to move to [redacted]. The purpose of the meeting was to discuss registry requirements and to determine if there was interest in setting up a centralized registry facility. The participants expressed interest in a joint facility but made no commitments on providing staff or equipment to support it. The component registry chiefs were given requirement questionnaires and asked to complete and return them to OIS/IRMD by 22 March 1985. IRMD will use the information from the questionnaires to determine whether the need for a consolidated facility exists and to identify the support elements necessary to establish and maintain it.

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